

S E C R E T

Approved For Release 2003/12/23 : CIA-RDP62B00844R000200130083-8

22 January 1959

ADMINISTRATIVE MEMORANDUM NO. 115

SUBJECT: Delegation of Procurement Authority

1. The Contracting Officer, DPD-DD/P is hereby authorized to sign all contractual documents which obligate Agency funds regardless of amount provided:

A. That each such contract is authorized as to amount, Contractor or other source, and purpose by an appropriate program document carrying the required policy approvals and,

B. That no such contract or contract amendment (or other procurement document) raises any significant questions of procurement policy. In the event that a contract (or other procurement document) does, in the judgment of the Contracting Officer, raise a policy question, it shall be submitted together with a brief written statement of the points on which policy guidance is required, to the DD/P for approval or for reference by him to the DCI for approval.

2. The Contracting Officer, DPD-DD/P is authorized to sign all contractual documents which obligate non-agency funds regardless of amount provided the contract in question is within a procurement program which has received appropriate policy approval, funding is available from the Department concerned and a specific requirement for the contract in question has been received from an authorized representative of that Department.

3. The Contracting Officer, DPD-DD/P will, of course, continue to administer (including approval of invoices), terminate and settle contracts as in the past referring those policy matters deemed significant to the undersigned.

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RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

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